



NATIONAL HEADQUARTERS
CIVIL AIR PATROL ♦ CADET PROGRAMS
UNITED STATES AIR FORCE AUXILIARY
105 SOUTH HANSELL STREET
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

March 30, 2001

MEMORANDUM FOR ALL WING & REGION COMMANDERS

FROM: HQ CAP/CP

SUBJECT: Changes to the Cadet Orientation Flight Program

1. You and your squadron commanders will shortly be receiving a detailed memorandum from me about some significant changes to the cadet orientation flight program, which will become effective 1 July. However, I do want to highlight one area of critical importance that directly affects you.
2. In response to requests from many wings and because the National Board places great importance on the accountability of our national funds, we will be requiring the CAPF 7, *Cadet Orientation Flight Consolidation Report*, to be sent to the wing headquarters for approval prior to reimbursement action. For many of you, this is a return to an old procedure that in the past may not have been as responsive as we would have liked. However, improved technology and streamlined procedures will help to offset any potential delays resulting from reinstating this step in the process. While some wings already require this step prior to reimbursement, other wings will need to add this step that will be required for all wings on 1 July.
3. Effective 1 July, we will return to your wing any CAPF 7 that does not include your wing's authorized signature. It is up to you whom you want to be the approving authority for your wing. Please provide us with no more than three individuals from your wing who will be authorized to approve the CAPF 7. We will only need the person's name and CAPID number as soon as you can, but no later than 31 May. You can fax (334.953.6699), e-mail or call this information to Karen Katchka (cpa@capnhq.gov or 334.953.5315) or Rob Smith (cpc@capnhq.gov or 334.953.5309).
4. Just as we do already, we will continue to send to your wing all cadet orientation flight reimbursements for final distribution.
5. If you have any questions about the cadet orientation flight program, anyone in the Cadet Program Directorate can help. Thank you for your assistance in implementing the revisions to our outstanding cadet orientation flight program!

WILLIAM R. BEAN, Col, USAF (Ret)
Director

cc:
CAP/CC/CV/CS/NLO/NFO/NC/IG
HQ CAP/EX/All Directors
CAP-USAF/CC/CV/XO/ET